

Checklist for Senior Leaders & DCHRs - Preparing for Possible Furlough

- ☐ Develop command-level guidance regarding identification and funding of continued operations
- ☐ Identify excepted functions essential to operations
- ☐ Identify excepted employees
 - Develop a business case for those designated as excepted from furlough, specifically among groups of employees performing identical or like duties (in case of third-party review or grievances)
 - DCHRs run a PER-138 report to validate/verify employee's furlough status
 - DCHRs submit the PER-138 report containing only employee records requiring update within DCPDS to their designated Operations Center. *(All submissions MUST be within the PER-138 Excel format; no modifications will be accepted as format must be compliant with DCPDS)*
 - Operations Centers to process PER-138 Excel files received from DCHRs. Reports received late are not guaranteed for on time completion
- ☐ Develop communication processes for your workforce and community (sample letter, fact sheets and checklists provided)
 - Identify command POC(s) responsible for answering employee questions during furlough
 - Prepare letter/notification to employees who will be furloughed (sample provided)
- ☐ Work with command labor/employee relations designee to notify bargaining units (unions) of intent to furlough
- ☐ Notify employees as soon as practicable whether or not an employee would be subject to the furlough or excepted from the furlough and provide a contact person who can answer questions related to this issue.
- ☐ Notify employees of the requirement to complete an orderly shutdown of operations.
 - Employees with an RDO occurring on the first day of a furlough would conduct an orderly shutdown on their next regularly scheduled workday.
 - Orderly shutdown activities (including the distribution of furlough notices and, where necessary, the adjustment of voicemail and email messages to reflect the agency's operating status) may be conducted remotely.
 - Notify employees if shutdown may be performed virtually or if shutdown activities will need to be performed at the work site.
- ☐ Consider modifying work schedules for excepted employees during the furlough to ensure additional flexibilities are available to include alternative work schedules more frequent telework for telework-eligible employees, flexible start and stop times, and the ability to request for absences based on personal circumstances

- ❑ To help mitigate the risks associated with Covid-19, implement work flexibilities discussed in The Updated Guidance on Telework Flexibilities and Weather and Safety Leave in Response to Coronavirus which can be accessed at <https://www.dcpas.osd.mil/policy/compensation/furlough>
- ❑ Review EODs for new appointments into federal service and consider whether to delay or bring on board based on:
 - Excepted vs. non-excepted position; pay period
- ❑ Delay all EODs for Agency transfers

Checklist for Senior Leaders & DCHRs - Executing a Furlough

- ☐ Ensure an orderly shutdown of non-excepted operations
 - Employees should report to duty on their regularly scheduled work day to conduct an orderly shutdown and receive communication on the furlough
 - Employees with a RDO occurring on the first day of a furlough should report to conduct an orderly shutdown on their next regularly scheduled workday
 - Supervisors may allow employees to conduct necessary shutdown activities from a remote location, even without an existing telework agreement, if the nature of the employees' shutdown activities are de minimis (i.e. can be completed within 1 hour). For example, such activities would include receiving and acknowledging receipt of an electronic furlough notice and adjusting voicemail and email to reflect current work status
- ☐ Ensure that labor organizations have received notification (should be done before or at the same time as communication notices are distributed to employees)
- ☐ Distribute communication notices to employees (templates will be provided, sample voice mail and email messages, employee checklist provided by OCHR)
Written furlough notices may not be distributed until AFTER a lapse in appropriations and an official order to execute is issued
- ☐ Notify non-excepted employees on TDY that they must return to their home station as part of the orderly shutdown process using the government-issued travel credit card (*new*)
 - Government travel credit card expenses will be honored after appropriations are enacted.
 - Government travel credit card expenses are properly incurred obligations for excepted employees performing excepted functions and will be reimbursed after appropriations are enacted.
- ☐ Cancel all leave scheduled during furlough period
 - Excepted employees (directed to work onsite or telework) may request leave during the furlough period, but cannot be paid until after funding is available.
 - Excepted employees may also choose to be put on furlough status to cover periods of authorized absences from work and be retroactively paid without charging to his/her leave absences.
- ☐ To the extent possible and appropriate, provide additional flexibilities to excepted employees to include alternative work schedules more frequent telework for telework-eligible employees, flexible start and stop times, and the ability to request for absences based on personal circumstances
- ☐ Communicate with new employees regarding postponing entrance on duty (EOD)
- ☐ Contractors performing under a contract that was fully obligated upon contract execution (or renewal) before the lapse in appropriations, may continue to provide contract services whether or not they are supporting excepted activities.
 - New contracts (including renewals or extensions, issuance of task orders, exercise of options) may not be executed unless the contractor is supporting an excepted activity and no funds will be available to pay such contracts until Congress appropriates additional funds

Sample Employee Checklist & Sample Out of Office Messages

- ☐ Supervisor contact information

(Provided for employees to use as a source of information) Name _____ Phone _____
Email _____

- ☐ Secure PII data
- ☐ Set voice mail (*see below*)
- ☐ Set out-of-office for email (*see below*)
- ☐ Secure office area (turn off appliances, fans, desk lights, etc.)
- ☐ Submit any outstanding travel vouchers
- ☐ Enter time in SLDCADA
- ☐ Turn off computer
- ☐ Remove trash from desk

Out-of-Office Messages

Sample Voice Mail

Hello ... due to a lapse in federal funding, employees have been furloughed. Therefore, I will be out of the office and unable to monitor or respond to voice mails until the furlough has ended.

Sample Voice Mail for Employee Designated to Respond to Inquiries (if applicable)

Hello ... due to a lapse in federal funding, employees have been furloughed. Therefore, I will be out of the office and unable to respond to voice mails until the furlough has ended. If this is an emergency, please contact...

Sample Email

Due to a lapse in federal funding, employees have been furloughed. I will not be able to monitor or respond to email messages until furlough has ended.

Sample Email for Employee Designated to Respond to Inquiries (if applicable)

Due to a lapse in federal funding, employees have been furloughed. I will not be able to monitor or respond to email messages until the furlough has ended. If this is an emergency, please contact

_____.

Checklist for Senior Leaders & DCHRs - Operations after the Furlough Ends

- ☐ Continue communication efforts with workforce upon their return
 - Furloughed employees should monitor media outlets for news about the approval of a Continuing Resolution or an appropriation for DoD
 - Furloughed employees will be expected to return to work on their next regular duty day following the approval of an appropriation for DoD
 - If employee was not issued a written notice prior to the furlough, a notice should be issued to the employee at the conclusion of the furlough period